

Appendix 1 - Filing Requirements and Proper Sequence of Documents

CHAPTER 7:

The filing fee of \$299 must *accompany* any *pro se* filing or be *received* by the Clerk's office within three business days of any electronic filing.

1. ☐ voluntary petition (OF 1) (with all required signatures and exhibits)
 - ☐ summary of schedules (OF 6 - Summary)
(if not filed with petition, must be filed within 15 days)
 - ☐ statistical summary of certain liabilities (OF 6 - Summ2)
(if not filed with petition, must be filed within 15 days)
 - ☐ schedules A-J (OF B6 A-J) and Declaration Concerning Debtor's Schedules
(if not filed with petition, must be filed within 15 days)
 - ☐ statement of financial affairs (OF 7) (including unsworn declaration)
(if not filed with petition, must be filed within 15 days)
 - ☐ statement of current monthly income and means test calculation (OF 22A)
(individual debtors with primarily consumer debts only)
(if not filed with petition, must be filed within 15 days)
 - ☐ statement of intention (OF 8) (individual debtors only)
(if not filed with petition, must be filed within 30 days)
 - ☐ record of any interest debtor has in an "education individual retirement account" or under a "qualified State tuition program" (no form)
(if not filed with petition, must be filed within 15 days)
2. ☐ attorney disclosure of compensation (local form)
(if not filed with petition, must be filed within 15 days)
3. ☐ certificate of credit counseling (no form) (individual debtors only)
(MUST BE FILED WITH PETITION)
4. ☐ cover sheet (local form) and "payment advices" (e.g., pay stubs)
(if not filed with petition, must be filed within 15 days)

In addition, all *pro se* debtors must file –

- ☐ mailing list of creditors (see Appendices 2, 3, and 4)
(MUST BE FILED WITH PETITION)
- ☐ statement of social security number (OF 21)
(MUST BE FILED WITH PETITION)

CHAPTER 11:

The filing fee of \$1,039 must *accompany* any *pro se* filing or be *received* by the Clerk's office within three business days of any electronic filing.

1. ☐ voluntary petition (OF 1) (with all required signatures and exhibits)
 - ☐ summary of schedules (OF 6 - Summary)
(if not filed with petition, must be filed within 15 days)
 - ☐ statistical summary of certain liabilities (OF 6 - Summ2)
(if not filed with petition, must be filed within 15 days)
 - ☐ schedules A-J (OF B6 A-J) and Declaration Concerning Debtor's Schedules
(if not filed with petition, must be filed within 15 days)
 - ☐ statement of financial affairs (OF 7) (including unsworn declaration)
(if not filed with petition, must be filed within 15 days)
 - ☐ statement of current monthly income (OF 22B) (individual debtors only)
(if not filed with petition, must be filed within 15 days)
 - ☐ record of any interest debtor has in an "education individual retirement account" or under a "qualified State tuition program" (no form)
(if not filed with petition, must be filed within 15 days)
 - ☐ list of 20 largest unsecured creditors
(MUST BE FILED WITH PETITION)
 - ☐ list of equity security holders
(if not filed with petition, must be filed within 15 days)
2. ☐ attorney disclosure of compensation (local form)
(if not filed with petition, must be filed within 15 days)
3. ☐ certificate of credit counseling (no form) (individual debtors only)
(MUST BE FILED WITH PETITION)
4. ☐ cover sheet (local form) and "payment advices" (e.g., pay stubs)
(if not filed with petition, must be filed within 15 days)

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Appendix 1 (cont'd)

In addition, all *pro se* debtors must file –

- ☐ mailing list of creditors (*see* Appendices 2, 3, and 4)
(MUST BE FILED WITH PETITION)
- ☐ statement of social security number (OF 21)
(MUST BE FILED WITH PETITION)

Finally, before debtor's attorney, accountant, or other professional renders any post-petition services, debtor must file –

- ☐ application to employ professional

CHAPTER 11 (SMALL BUSINESS):

The filing fee of \$1,039 must *accompany* any *pro se* filing or be *received* by the Clerk's office within three business days of any electronic filing.

1. ☐ voluntary petition (OF 1) (with all required signatures and exhibits)
 - ☐ summary of schedules (OF 6 - Summary)
(if not filed with petition, must be filed within 15 days)
 - ☐ statistical summary of certain liabilities (OF 6 - Summ2)
(if not filed with petition, must be filed within 15 days)
 - ☐ schedules A-J (OF B6 A-J) and Declaration Concerning Debtor's Schedules
(if not filed with petition, must be filed within 15 days)
 - ☐ statement of financial affairs (OF 7) (including unsworn declaration)
(if not filed with petition, must be filed within 15 days)
 - ☐ statement of current monthly income (OF 22B) (individual debtors only)
(if not filed with petition, must be filed within 15 days)
 - ☐ record of any interest debtor has in an "education individual retirement account" or under a "qualified State tuition program" (no form)
(if not filed with petition, must be filed within 15 days)
 - ☐ list of 20 largest unsecured creditors
(MUST BE FILED WITH PETITION)
 - ☐ list of equity security holders
(if not filed with petition, must be filed within 15 days)
2. ☐ attorney disclosure of compensation (local form)
(if not filed with petition, must be filed within 15 days)
3. ☐ certificate of credit counseling (no form) (individual debtors only)
(MUST BE FILED WITH PETITION)
4. ☐ cover sheet (local form) and "payment advices" (*e.g.*, pay stubs)
(if not filed with petition, must be filed within 15 days)
5. ☐ cover sheet (local form) and most recent balance sheet, statement of operations, cash-flow statement, and federal income tax return
(MUST BE FILED WITH PETITION)

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Appendix 1 (cont'd)

In addition, all *pro se* debtors must file –

- ☐ mailing list of creditors (see Appendices 2, 3, 4)
(MUST BE FILED WITH PETITION)
- ☐ statement of social security number (OF 21)
(MUST BE FILED WITH PETITION)

Finally, before debtor's attorney, accountant, or other professional renders any post-petition services, debtor must file –

- ☐ an application to employ professional

Appendix 1 (cont'd)

CHAPTER 12:

The filing fee of \$239 must *accompany* any *pro se* filing and or be *received* by the Clerk's office within three business days of any electronic filing.

1. ☐ voluntary petition (OF 1) (with all required signatures and exhibits)
 - ☐ summary of schedules (OF 6 - Summary)
(if not filed with petition, must be filed within 15 days)
 - ☐ statistical summary of certain liabilities (OF 6 - Summ2)
(if not filed with petition, must be filed within 15 days)
 - ☐ schedules A-J (OF B6 A-J) and Declaration Concerning Debtor's Schedules
(if not filed with petition, must be filed within 15 days)
 - ☐ statement of financial affairs (OF 7) (including unsworn declaration)
(if not filed with petition, must be filed within 15 days)
 - ☐ record of any interest debtor has in an "education individual retirement account" or under a "qualified State tuition program" (no form)
(if not filed with petition, must be filed within 15 days)
2. ☐ attorney disclosure of compensation (local form)
(if not filed with petition, must be filed within 15 days)
3. ☐ certificate of credit counseling (no form) (individual debtors only)
(MUST BE FILED WITH PETITION)
4. ☐ cover sheet (local form) and "payment advices" (e.g., pay stubs)
(if not filed with petition, must be filed within 15 days)
5. ☐ chapter 12 plan
(if not filed with petition, must be filed within 90 days)

In addition, all *pro se* debtors must file –

- ☐ mailing list of creditors (see Appendices 2, 3, and 4)
(MUST BE FILED WITH PETITION)
- ☐ statement of social security number (OF 21)
(MUST BE FILED WITH PETITION)

Finally, before debtor's attorney, accountant, or other professional renders any post-petition services, debtor must file –

- ☐ application to employ professional

CHAPTER 13:

The filing fee of \$274 must *accompany any pro se* filing or be *received* by the Clerk's office within three business days of any electronic filing.

1. ☐ voluntary petition (OF 1) (with all required signatures and exhibits)
 - ☐ summary of schedules (OF 6 - Summary)
(if not filed with petition, must be filed within 15 days)
 - ☐ statistical summary of certain liabilities (OF 6 - Summ2)
(if not filed with petition, must be filed within 15 days)
 - ☐ schedules A-J (OF B6 A-J) and Declaration Concerning Debtor's Schedules
(if not filed with petition, must be filed within 15 days)
 - ☐ statement of financial affairs (OF 7) (including unsworn declaration)
(if not filed with petition, must be filed within 15 days)
 - ☐ statement of current monthly income and calculation of commitment period and disposable income (OF 22C)
(if not filed with petition, must be filed within 15 days)
 - ☐ record of any interest debtor has in an "education individual retirement account" or under a "qualified State tuition program" (no form)
(if not filed with petition, must be filed within 15 days)
2. ☐ attorney disclosure of compensation (local form)
(if not filed with petition, must be filed within 15 days)
3. ☐ certificate of credit counseling (no form)
(MUST BE FILED WITH PETITION)
4. ☐ cover sheet (local form) and "payment advices" (*e.g.*, pay stubs)
(if not filed with petition, must be filed within 15 days)
5. ☐ chapter 13 plan
(if not filed with petition, must be filed within 15 days)

In addition, all *pro se* debtors must file –

- ☐ mailing list of creditors (*see* Appendices 2, 3, and 4)
(MUST BE FILED WITH PETITION)
- ☐ statement of social security number (OF 21)
(MUST BE FILED WITH PETITION)